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NPIC/TSSG/RED-1961-69
12 December 1969

MEMORANDUM FOR: Chief, Research & Engineering Division, TSSG

SUBJECT : RED Project Naming Procedure

1. To my knowledge there is no specific procedure for initiating or maintaining the names of R&D projects. I believe this has caused some loss of continuity, coordination and communication. There appears to be no specific name that is consistently used for R&D projects--and no place of record which is responsible for maintaining the integrity of those names which do exist.

2. I suggest we start immediately to establish a procedure for naming projects and designate an office of record which is responsible for maintaining this information.

3. I propose that you, Paul, and myself set up a simple name selection guideline to be furnished to all project monitors. The monitors, using this guideline, would propose the original names for their respective projects. These would be subject to a review and possible modification by their respective Branch Chiefs and your approval. After you've approved it, that's it. An office of record would be established in RED under Barbara's direction. Similarly an office of record could be established for TSSG in PPS.

4. I am awaiting your recommendations on this matter.

Special Assistant for Plans & Applications, RED

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